

SEFD Board Packet

24 Feb 2020

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- Minutes 27 Jan 2020
- Notice of Intention to Speak
- Reconciliation & Review sheet
- Balance Sheet
- P & L
- Approval of Financial Documents
- Reconciliation Signature page
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- National Bank Reconciliation
- Hughes Reconciliation detail
 - Main Share
 - Checking
 - High-yield
 - Premium Yield

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- Pima County Monthly Tax Report
- Santa Cruz County Monthly Tax Report
- Cash Flow Forecast

Sonoita-Elgin Fire District
Governing Board Meeting Agenda

PURSUANT TO A.R.S. §38.431.02

Notice is hereby given to the general public that the Sonoita-Elgin Fire District (SEFD) Board of Directors (SEFD is governed by a five-member Board pursuant to A.R.S. §48-803.B) will hold a meeting on Monday, Feb 24, 2020. The meeting will be held at the SEFD fire station, located at 3173 N. Highway 83, Sonoita, AZ. The meeting is open to the general public and will begin at 9: am. Local time.

The following agenda items are scheduled for consideration by the SEFD Board of Directors at the board meeting. Action or decisions may or may not be taken on any or all items. Agenda items may or may not be considered in the order listed:

AGENDA:

- A. Call to Order.
- B. Roll Call of Board Members
- C. Pledge of Allegiance.

Call to the Public. Limited to 3 minutes

A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

1) Discussion and possible action Review of Chief's contact by District Attorney D. Aversa; R. Webber

2) Review and approval of the governing board meeting minutes of Jan 27, 2020.

3) Report from the Fire Chief regarding the provision of fire and EMS to the SEFD; management and supervision of the SEFD; and any related items concerning community safety including, but not limited to, the following items.

- a) Firefighter Oath of Office
- b) Response and service report.
- c) Status of grants.
- d) Fire code and inspection items
- e) Current community events.
- f) Rosemont mine.
- g) Apparatus update.
- h) Strategic Planning
- I) Palominas
- J) Department of Corrections:

Sonoita-Elgin Fire District
Governing Board Meeting Agenda

4) Monthly financial reports and consideration of district financial matters pursuant to A.R.S.§48-807:

a) Review and approval of monthly financial reports for January 2020 to include: reconciled balance sheet accounts; updated cash flow projections; month-end fund statements, and month-end reports of financial institutions in which the SEFD maintains an account.

5) Discussion and possible action on signing Resolution #2020-1 of interest of SEFD submitting for a Governor's office of Highway Safety Grant: Chief DeWolf

6) Discussion and possible action / response to quilters inquiry about SEFD board meeting
Time: Chief DeWolf / R. Webber

7) Discussion and possible approval of distribution of questionnaire: A. Dorney/Staff

~~8) Discussion and possible action on changing the March meeting to the 30th due to Chief De Wolf being out of town to accept the RSG Award for SEFD: Chief DeWolf~~

8) Adjournment:

NOTICE: The Sonoita-Elgin Fire District Board of Directors may go into executive session for the purpose of obtaining legal advice from the fire district's attorney(s) on any of the above agenda items pursuant to A.R.S. §38-431.03(A)(3).

Governing board members may attend telephonically.

The undersigned hereby attests that a copy of this meeting agenda was duly posted at the following locations:

- A) Sonoita Post Office – 3166 N. Highway 83, Suite 1, Sonoita, AZ
- B) WWW.SEFD911.org

Governing board meeting agenda dated and posted: Feb 21, 2020. At 10:00 Local Time
By _____ Kathy L. Goodwin, Admin to the SEFD Fire Chief

Minutes to the regular meeting of the Board of Supervisors of the Sonoita-Elgin Fire District
27 Jan 2020
6 a.m.

Call to Order

Pledge of Allegiance

Roll Call – Present: Webber, Dorney, Archibald, Johnson; absent: Bahti

Call to the Public – none

Approval of the Minutes of 16 Dec 2019 – Motion to the minutes of 16 Dec 2019 as presented was made by Archibald, seconded by Dorney, motion carried.

Chief's Report:

- December run report: 41
- Total number of runs for 2019: 58, (A-shift 204, B-shift 199, C-shift 204)
- Laughlin Conference was very good, well-attended for a non-election year.
- EMS, Fire, Support Volunteers – we will be implementing an agility/skills test for each section
- Grants – we have two we are working on, the first was just submitted (Arizona Community Foundation) for safety vests, lights and traffic cones; the second is coming up, we'd like to apply for a FEMA Grant (AFG) for an ambulance.
- IGA with Palominas is going well; Palominas is expecting their new engine to be delivered May-ish, staffing levels have improved & we have two reserves.
- SEFD will begin projecting (on the PowerPoint) the financials again, we just have to cut them into smaller sections to be able to read them.

Agenda #4: Discussion and possible action on accepting the FY2019 Audit report from Jay Parke of Walker & Armstrong audit firm. Jay Parke discussed the four reports that result from our annual audit complete with their “unmodified opinion” – auditor language for finding a “clean” audit. There were no “material weaknesses or significant deficiencies” found. He stated the Sonoita-Elgin Fire District was in a strong financial position. He also advised the Board that the firm had no difficulties with the administration during the performance of the audit work. Motion to accept the FY2019 Audit was made by Dorney, seconded by Webber; motion passed unanimously.

Agenda #3: Monthly Financial Reports: Financials presented by V. Rutter for both the months of November and December were presented. Chief De Wolf presented the information as MS Rutter's voice had given out.

- November Financials – Motion to accept the financials as presented was made by Archibald and seconded by Webber; motion carried unanimously.
- December Financials – Motion to accept the financials as presented was made by Archibald and seconded by Webber; motion carried unanimously

Agenda #5: PSPRS – no discussed

Agenda #6: Discussion and possible action on Quilter's inquiry about SEFD Board meeting time: After a brief discussion of the meeting held between Board Clerk Webber, Chief De Wolf and

Minutes to the regular meeting of the Board of Supervisors of the Sonoita-Elgin Fire District

27 Jan 2020

6 a.m.

Alison Bunting (Quilter's group), the Board determined to wait for a response from the Quilters as to potential time changes for the quilters. The Board tentatively suggested moving the Board meetings to Tuesday at 9 a.m. beginning March, 2020.

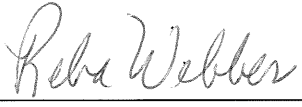
Agenda #7: Discussion and possible action on removing Sue Archibald from all SEFD accounts: Hughes Federal Credit Union, J.P. Morgan Chase Bank, and National Bank, as signator and adding Reba Webber to all accounts as signator. A motion was made by Dorney to remove Sue Archibald from all bank accounts and to add Reba Webber as signator on all accounts (namely Hughes Federal Credit Union, JP Morgan Chase, and the National Bank); motion was seconded by Johnson; motion carried unanimously.

Agenda #8: Data Storage: During the Audit process, Mr. Parke observed we didn't have any off-site storage of our QuickBooks program. Chief De Wolf advised the Board that we have begun downloading a copy of the books to a jump drive, twice monthly, that our Bookkeeper (MS Rutter) takes off-site.

Agenda #9: Study Session – open discussion with Staff & Board

- A. Tabled to February meeting
- B. Tabled to February meeting
- C. Tabled to February meeting
- D. Discussion and possible approval of distribution of Questionnaire – Dorney. Dorney presented the Board with a final draft of the Questionnaire the Board had been working on for the past three months. The Board approved distribution of the questionnaire and tasked the Chief with implementing the process.

Adjournment – Motion to adjourn was made by Archibald, seconded by Dorney, motion carried unanimously. Meeting adjourned.

Minutes approved on 24 February 2020, , Board Clerk

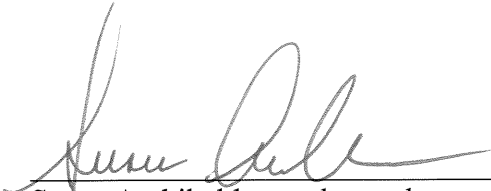
Reba Webber



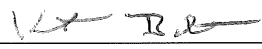
Review of November 2019 Financial Documents
Sonoita-Elgin Fire District Board of Directors Meeting
3173 Hwy 83, Sonoita, AZ
24 Feb 2020
9 a.m.

Approval of Financial Documents as presented to the Board of Directors of the Sonoita-Elgin Fire District for the month of January 2020.

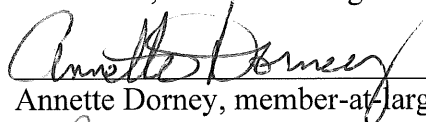
We the undersigned Board members of the Sonoita-Elgin Fire District, hereby acknowledge that we have reviewed and accepted the January 2020 financial reports as presented.




Susan Archibald, member-at-large



Kurt Bahti, member-at-large



Annette Dorney, member-at-large



Reba Webber, Clerk

Christopher Johnson, Chair

Sonoita-Elgin FD
Balance Sheet
As of January 31, 2020

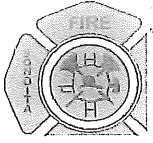
	A	B	C	D	E
1					January 31, 2020
2	ASSETS				
3				Chase Checking	1,758.38
4				Chase Savings	335,122.68
5				Hughes Checking	6,932.51
6				Hughes High Yield	2,011.13
7				Hughes Main Share	57.64
8				Hughes Premium	237,303.45
9				National Bank Money Market	130,662.37
10				Petty Cash	<u>700.00</u>
11				Checking & Savings Subtotal	<u>714,548.16</u>
12				Pima County Treasurer	3,062.33
13				SCC Treasurer	<u>48,097.58</u>
14				Accrued Taxes Subtotal	<u>51,159.91</u>
15	TOTAL ASSETS				<u>765,708.07</u>
16					
17	EQUITY				
18				Fund Balance - Unrestricted	759,302.90
19				Net Income for July - January	<u>6,405.17</u>
20	TOTAL EQUITY				<u>765,708.07</u>

Sonoita-Elgin FD
Profit & Loss Budget vs. Actual
for the six months ended January 31, 2020

	A	B	C	D	E	F	G	H	I	J	K
1					January 2020		Jul '19 - Jan 20		YTD Budget		% of Budget
2				Budgeted Income/Expense							~58%
3				Income							
4				Santa Cruz County Taxes	48,052.83		590,281.98		905,170.00		65.21%
5				Pima County Taxes	2,624.59		75,788.09		127,166.00		59.6%
6				FDAT - Santa Cruz	0.00		24,532.50		49,065.00		50.0%
7				FDAT - Pima County	425.34		14,974.11		25,433.00		58.88%
8				Fire Suppression	0.00		8,642.28		35,000.00		24.69%
9				EMS Support	0.00		2,815.20		2,200.00		127.96%
10				Ambulance Revenue	20,198.42		137,906.90		280,000.00		49.25%
11				PPE Purchase	0.00		0.00		64,250.00		0.0%
12				Interest Income	802.32		2,806.35		800.00		350.79%
13				Rental Income	40.00		180.00		400.00		45.0%
14				Prior Year Carryforward	<u>0.00</u>		<u>0.00</u>		<u>34,351.00</u>		<u>0.0%</u>
15				Total Budgeted Income	72,143.50		857,927.41		1,523,835.00		56.3%
16											
17				Expense							
18				Salaries	46,627.86		324,819.88		577,031.00		56.29%
19				Sick Time Pay	0.00		1,507.21		9,400.00		16.03%
20				Vacation/Holiday	3,935.94		24,927.12		45,000.00		55.39%
21				Transport Stipend	6,008.99		43,668.64		78,400.00		55.7%
22				Payroll Taxes	3,513.93		20,870.75		30,000.00		69.57%
23				PSPRS	6,141.01		41,431.84		75,000.00		55.24%
24				ASRS	1,329.02		9,445.88		15,500.00		60.94%
25				Employee Health Insurance	12,217.39		33,739.49		71,400.00		47.25%
26				Physicals & Exams	0.00		1,871.34		8,800.00		21.27%
27				Copper Point - Workman's Comp	6,443.00		15,764.00		39,373.00		40.04%
28				Clothing Allowance	247.46		1,543.89		8,400.00		18.38%
29				Training	3,658.49		33,304.84		30,589.00		108.88%
30				EMS Consumables	1,160.94		7,362.89		15,000.00		49.09%
31				Maintenance Plans	0.00		0.00		4,500.00		0.0%
32				Oral Hydration Fluids	0.00		0.00		1,200.00		0.0%
33				Fire Prevention Education	0.00		0.00		1,000.00		0.0%
34				Office Expense & Postage	705.91		4,475.90		10,000.00		44.76%
35				Recruitment & Retention	131.57		6,075.38		11,000.00		55.23%
36				Payroll Preparation	749.56		2,150.49		4,500.00		47.79%
37				Ambulance Billing	1,714.02		11,224.10		22,500.00		49.89%
38				Equipment Rental	127.21		928.35		1,800.00		51.58%
39				Internet Provider	298.99		1,917.27		2,400.00		79.89%
40				Bank Charges	5.00		604.52		800.00		75.57%
41				Background Checks	0.00		220.00		1,200.00		18.33%
42				Legal Fees	195.00		9,415.65		7,800.00		120.71%
43				Accounting	2,300.00		8,300.00		8,500.00		97.65%
44				Bookkeeper	1,250.00		8,750.00		15,000.00		58.33%
45				Telephone	924.91		6,788.23		14,000.00		48.49%
46				Batteries & Repair	0.00		455.55		3,000.00		15.19%

Sonoita-Elgin FD
Profit & Loss Budget vs. Actual
for the six months ended January 31, 2020

	A	B	C	D	E	F	G	H	I	J	K
1					January 2020	Jul '19 - Jan 20			YTD Budget		% of Budget
47				Computer & IT Support	1,047.97	1,602.72			4,000.00		40.07%
48				Dispatch	0.00	3,840.76			11,075.00		34.68%
49				Utilities	1,149.32	8,235.97			17,000.00		48.45%
50				Insurance	0.00	14,257.00			30,000.00		47.52%
51				Fuel	488.21	14,566.88			26,000.00		56.03%
52				Building & Grounds & Pests	1,031.63	4,784.03			9,000.00		53.16%
53				Vehicle Maintenance	982.78	39,669.86			36,500.00		108.69%
54				Equipment Replacement	325.76	3,068.72			6,000.00		51.15%
55				Station & Fire Supplies	467.79	7,204.51			10,000.00		72.05%
56				Suppression Foam	0.00	0.00			3,600.00		0.0%
57				Interest Expense	0.00	0.00			500.00		0.0%
58				Computer & Radio	0.00	299.14			4,000.00		7.48%
59				Communication to Residents	0.00	0.00			500.00		0.0%
60				Financial Stability Reserve	0.00	0.00			54,522.00		0.0%
61				Membership Dues & Subscriptions	158.85	6,937.19			4,000.00		173.43%
62				PPE Expense	0.00	0.00			64,250.00		0.0%
63				Capital Payments - Apparatus	0.00	80,973.21			80,992.00		99.98%
64				Capital Payment - Ambulance	0.00	22,816.29			23,297.00		97.94%
65				Capital Outlay - PPE	0.00	0.00			6,500.00		0.0%
66				SCBA's	0.00	0.00			9,000.00		0.0%
67				Unknown Other Equipment	0.00	10,821.43			10,006.00		108.15%
68				Total Budgeted Expense	<u>105,338.51</u>	<u>840,640.92</u>			<u>1,523,835.00</u>		<u>55.17%</u>
69				Net Budgeted Income (Loss)	<u>(33,195.01)</u>	<u>17,286.49</u>			<u>0.00</u>		<u>100.0%</u>
70											
71				Unbudgeted Income/Expense							
72				Unbudgeted Income							
73				Palominas Fire District	8,125.00	53,625.00					
74				Safer Grant 2016	0.00	36,720.00					
75				Fuels Grant Revenue	3,325.00	8,462.50					
76				Apparatus Sale	10,000.00	10,000.00					
77				Donations	100.00	2,799.43					
78				Miscellaneous Income	336.52	336.52					
79				Total Unbudgeted Income	<u>21,886.52</u>	<u>111,943.45</u>					
80											
81				Other Expense							
82				Palominas FD-Chief Salary	4,333.34	30,333.38					
83				Wildland Labor	0.00	190.96					
84				Safer 2016 Expenses	4,880.00	33,680.00					
85				Fuels Grant Labor	4,473.92	40,680.88					
86				Fuels Grant Equipment	991.32	1,962.74					
87				Cardiac Monitors	0.00	15,976.81					
88				Total Unbudgeted Expense	<u>14,678.58</u>	<u>122,824.77</u>					
89				Net Unbudgeted Income (Loss)	<u>7,207.94</u>	<u>(10,881.32)</u>					
90											
91				Overall Net Income (Loss)	<u>(25,987.07)</u>	<u>6,405.17</u>			<u>0.00</u>		<u>100.0%</u>



SONOITA-ELGIN FIRE DISTRICT

Proud Past, Strong Future

SONOITA-ELGIN FIRE DISTRICT

RECONCILIATION & REVIEW

January 2020

Bank Statements (Hughes Federal Credit Union, Chase Bank, & National Bank)

Reconciled by *M. H. Hester*

Dates of reconciliation February 12, 2020

Sonoita-Elgin FD
Reconciliation Detail
National Bank Money Market, Period Ending 01/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						104,039.31
Cleared Transactions						
Checks and Payments - 2 items						
Check	01/10/2020			X	-1,879.52	-1,879.52
Check	01/31/2020			X	-5.00	-1,884.52
Total Checks and Payments					-1,884.52	-1,884.52
Deposits and Credits - 10 items						
Deposit	01/09/2020			X	190.00	190.00
Deposit	01/09/2020			X	10,314.00	10,504.00
Deposit	01/15/2020			X	1,278.69	11,782.69
Deposit	01/15/2020			X	9,527.00	21,309.69
Deposit	01/23/2020			X	1,238.00	22,547.69
Deposit	01/23/2020			X	2,541.70	25,089.39
Deposit	01/29/2020		National Bank of Arizona	X	336.52	25,425.91
Deposit	01/31/2020			X	4.96	25,430.87
Deposit	01/31/2020			X	1,060.00	26,490.87
Deposit	01/31/2020			X	2,016.71	28,507.58
Total Deposits and Credits					28,507.58	28,507.58
Total Cleared Transactions					26,623.06	26,623.06
Cleared Balance					26,623.06	130,662.37
Register Balance as of 01/31/2020					26,623.06	130,662.37
Ending Balance					<u>26,623.06</u>	<u>130,662.37</u>

W.D.

Sonoita-Elgin FD
Reconciliation Detail
 Chase Savings, Period Ending 01/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						248,008.82
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	01/30/2020			X	-5,000.00	-5,000.00
Total Checks and Payments					-5,000.00	-5,000.00
Deposits and Credits - 2 items						
Transfer	01/15/2020			X	92,000.00	92,000.00
Deposit	01/31/2020			X	113.86	92,113.86
Total Deposits and Credits					92,113.86	92,113.86
Total Cleared Transactions					87,113.86	87,113.86
Cleared Balance					87,113.86	335,122.68
Register Balance as of 01/31/2020					87,113.86	335,122.68
Ending Balance					<u>87,113.86</u>	<u>335,122.68</u>

Handwritten initials/signature

Sonoita-Elgin FD
Reconciliation Detail
Chase Checking, Period Ending 01/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,449.51
Cleared Transactions						
Checks and Payments - 12 items						
Check	12/16/2019	1997	Goering, Roberts, et al PC	X	-4,163.82	-4,163.82
Check	12/16/2019	1994	WellAmerica, Inc	X	-1,871.34	-6,035.16
Check	12/16/2019	1983	Professional Management Coaching	X	-1,250.00	-7,285.16
Check	12/16/2019	1987	NFPA	X	-175.00	-7,460.16
Check	12/16/2019	1984	Airgas USA, LLC	X	-52.77	-7,512.93
Transfer	01/15/2020			X	-92,000.00	-99,512.93
Check	01/15/2020	2002	EMI Health	X	-7,327.54	-106,840.47
Check	01/15/2020	2001	CopperPoint Insurance Companies	X	-6,443.00	-113,283.47
Check	01/15/2020		Nationwide	X	-341.34	-113,624.81
Check	01/15/2020		Nationwide	X	-315.20	-113,940.01
Check	01/30/2020		Nationwide	X	-357.09	-114,297.10
Check	01/30/2020		Nationwide	X	-321.22	-114,618.32
Total Checks and Payments					-114,618.32	-114,618.32
Deposits and Credits - 5 items						
Check	11/15/2019	1970	Socrates, Inc. Escrow Account	X	0.00	0.00
Transfer	01/03/2020			X	100,635.16	100,635.16
Transfer	01/15/2020			X	6,246.25	106,881.41
Deposit	01/24/2020			X	174.72	107,056.13
Transfer	01/30/2020			X	5,000.00	112,056.13
Total Deposits and Credits					112,056.13	112,056.13
Total Cleared Transactions					-2,562.19	-2,562.19
Cleared Balance					-2,562.19	6,887.32
Uncleared Transactions						
Checks and Payments - 6 items						
Check	01/30/2020	2006	Arizona State Retirement System		-1,352.98	-1,352.98
Check	01/30/2020	2004	Vicki J Rutter		-1,250.00	-2,602.98
Check	01/30/2020	2005	Simpson Computer Services		-989.90	-3,592.88
Check	01/30/2020	2003	Sonoita-Elgin Fire District		-599.71	-4,192.59
Check	01/30/2020	2007	Rita Ranch Automotive & Tire		-483.25	-4,675.84
Check	01/30/2020	2008	Chris Johnson		-453.10	-5,128.94
Total Checks and Payments					-5,128.94	-5,128.94
Total Uncleared Transactions					-5,128.94	-5,128.94
Register Balance as of 01/31/2020					-7,691.13	1,758.38
New Transactions						
Deposits and Credits - 1 item						
Transfer	02/05/2020				48,097.58	48,097.58
Total Deposits and Credits					48,097.58	48,097.58
Total New Transactions					48,097.58	48,097.58
Ending Balance					40,406.45	49,855.96

UL
2/12/20

Sonoita-Elgin FD
Reconciliation Detail
Hughes Main Share, Period Ending 01/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57.60
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	01/31/2020			X	0.04	0.04
Total Deposits and Credits					0.04	0.04
Total Cleared Transactions					0.04	0.04
Cleared Balance					0.04	57.64
Register Balance as of 01/31/2020					0.04	57.64
Ending Balance					0.04	57.64

Sonoita-Elgin FD
Reconciliation Detail
Hughes Checking, Period Ending 01/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						29,704.40
Cleared Transactions						
Checks and Payments - 52 items						
General Journal	11/29/2019	10008...	Erick Ceron	X	-640.00	-640.00
Check	12/31/2019		Public Safety Personnel Retirement System	X	-3,567.63	-4,207.63
General Journal	12/31/2019	10009...	Timothy Garcia	X	-1,440.00	-5,647.63
General Journal	12/31/2019	10009...	Guy Rogers	X	-1,440.00	-7,087.63
Check	12/31/2019	2486	Arizona State Retirement System	X	-1,388.84	-8,476.47
General Journal	12/31/2019	10009...	Eric Ceron	X	-1,336.67	-9,813.14
Check	12/31/2019	2499	Vicki J Rutter	X	-1,250.00	-11,063.14
General Journal	12/31/2019	10009...	Jeremy Charles-Johnson	X	-1,146.81	-12,209.95
General Journal	12/31/2019	10009...	Jade Deforest	X	-640.00	-12,849.95
Check	12/31/2019	2488	Rita Ranch Automotive & Tire	X	-636.61	-13,486.56
Check	12/31/2019	2492	Principal Life Insurance Company	X	-576.23	-14,062.79
Check	12/31/2019	2497	Verizon Wireless	X	-571.85	-14,634.64
General Journal	12/31/2019	10009...	Bill Bruyn	X	-480.00	-15,114.64
Check	12/31/2019	2491	Nancy Calhoun	X	-440.77	-15,555.41
Check	12/31/2019	2498	CenturyLink	X	-359.47	-15,914.88
Check	12/31/2019	2496	Aflac	X	-238.82	-16,153.70
Check	12/31/2019	2489	Quill Corporation	X	-142.50	-16,296.20
Check	12/31/2019	2490	GreatAmerica Financial Services	X	-127.21	-16,423.41
Check	12/31/2019	2495	Sonoita Valley Water Co	X	-106.28	-16,529.69
Check	12/31/2019	2500	Airgas USA, LLC	X	-91.70	-16,621.39
Check	12/31/2019	2487	Colonial Life	X	-72.44	-16,693.83
Check	12/31/2019	2494	Arizona Department of Public Safety	X	-60.00	-16,753.83
Check	12/31/2019	2493	Fire Engineering	X	-39.00	-16,792.83
General Journal	01/15/2020	EFT	Paychex DirDep/RCX	X	-22,482.91	-39,275.74
General Journal	01/15/2020	EFT	Paychex Taxpay	X	-7,620.22	-46,895.96
Check	01/15/2020	2514	Walker & Armstrong LLP	X	-2,300.00	-49,195.96
General Journal	01/15/2020	10009...	Eric Ceron	X	-1,460.85	-50,656.81
Check	01/15/2020	2519	Arizona State Retirement System	X	-1,305.06	-51,961.87
General Journal	01/15/2020	10009...	Jeremy Charles-Johnson	X	-1,122.90	-53,084.77
Check	01/15/2020	2512	SSVEC	X	-1,076.95	-54,161.72
General Journal	01/15/2020	10009...	Jacob Rosson	X	-758.04	-54,919.76
Check	01/15/2020	2521	Bound Tree Medical	X	-694.05	-55,613.81
Check	01/15/2020	2517	Southwest Septic Service	X	-649.00	-56,262.81
General Journal	01/15/2020	EFT	Paychex Invoice	X	-595.36	-56,858.17
Check	01/15/2020	2506	Quill Corporation	X	-518.64	-57,376.81
Check	01/15/2020	2507	Rita Ranch Automotive & Tire	X	-499.53	-57,876.34
Check	01/15/2020	2505	Ace Hardware	X	-476.69	-58,353.03
Check	01/15/2020	2502	Santa Cruz County Landfill	X	-464.02	-58,817.05
Check	01/15/2020	2503	GuardianEMS Products	X	-414.12	-59,231.17
Check	01/15/2020	2504	Voyager Fleet System	X	-375.77	-59,606.94
Check	01/15/2020	2513	Sidney Lex Felker, PC	X	-195.00	-59,801.94
Check	01/15/2020	2510	DirecTV	X	-141.98	-59,943.92
Check	01/15/2020	2520	Herman Sebert	X	-103.95	-60,047.87
Check	01/15/2020	2508	Mountain Empire Rotary Club	X	-92.00	-60,139.87
Check	01/15/2020	2515	TransWorld Network	X	-80.69	-60,220.56
Check	01/15/2020	2511	Airgas USA, LLC	X	-52.77	-60,273.33
Check	01/15/2020	2518	Valley Imaging Solutions	X	-34.65	-60,307.98
Check	01/17/2020		Public Safety Personnel Retirement System	X	-3,799.32	-64,107.30
General Journal	01/31/2020	EFT	Paychex DirDep/RCX	X	-20,171.85	-84,279.15
General Journal	01/31/2020	EFT	Paychex Taxpay	X	-6,049.39	-90,328.54
General Journal	01/31/2020	10009...	Timothy Garcia	X	-2,320.00	-92,648.54
General Journal	01/31/2020	EFT	Paychex Invoice	X	-154.20	-92,802.74
Total Checks and Payments					-92,802.74	-92,802.74

Sonoita-Elgin FD
Reconciliation Detail
Hughes Checking, Period Ending 01/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 7 items						
Check	02/03/2020	2536	Principal Life Insurance Company		-887.43	-887.43
Check	02/03/2020	2535	Aaron K Sapienza		-317.00	-1,204.43
General Journal	02/14/2020	EFT	Paychex DirDep/RCX		-20,268.96	-21,473.39
General Journal	02/14/2020	EFT	Paychex Taxpay		-5,690.69	-27,164.08
General Journal	02/14/2020	10010...	Jeremy Charles-Johnson		-1,070.16	-28,234.24
General Journal	02/14/2020	0	Aaron K Sapienza		-317.00	-28,551.24
General Journal	02/14/2020	EFT	Paychex Invoice		-133.34	-28,684.58
Total Checks and Payments					-28,684.58	-28,684.58
Deposits and Credits - 1 item						
Transfer	02/11/2020				35,000.00	35,000.00
Total Deposits and Credits					35,000.00	35,000.00
Total New Transactions					6,315.42	6,315.42
Ending Balance					-16,456.47	13,247.93

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02/12/20

Sonoita-Elgin FD
Reconciliation Detail
Hughes High Yield, Period Ending 01/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,007.33
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	01/01/2020			X	3.80	3.80
Total Deposits and Credits					3.80	3.80
Total Cleared Transactions					3.80	3.80
Cleared Balance					3.80	2,011.13
Register Balance as of 01/31/2020					3.80	2,011.13
Ending Balance					3.80	2,011.13

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Sonoita-Elgin FD
Reconciliation Detail
 Hughes Premium, Period Ending 01/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						316,685.35
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	01/10/2020			X	-40,000.00	-40,000.00
Transfer	01/29/2020			X	-40,000.00	-80,000.00
Total Checks and Payments					-80,000.00	-80,000.00
Deposits and Credits - 1 item						
Deposit	01/01/2020			X	618.10	618.10
Total Deposits and Credits					618.10	618.10
Total Cleared Transactions					-79,381.90	-79,381.90
Cleared Balance					-79,381.90	237,303.45
Register Balance as of 01/31/2020					-79,381.90	237,303.45
New Transactions						
Checks and Payments - 1 item						
Transfer	02/11/2020				-35,000.00	-35,000.00
Total Checks and Payments					-35,000.00	-35,000.00
Total New Transactions					-35,000.00	-35,000.00
Ending Balance					-114,381.90	202,303.45

02-12-2020

LIZ GUTFAHR
Treasurer
MARIA ACUNA
Chief Deputy

County Treasurer
Santa Cruz County

P.O. Box 1150
Nogales, Arizona 85628
Tel. (520) 375-7980
Extension 7967
TDD (520) 761-7816

Sonoita Fire District
P.O Box 322
Sonoita AZ 85637

Monthly Statement

Opening Balance	January-20		\$ 100,635.16
State Pool Investment		38.71 6.04	44.75
Levied Revenue Earned			
	100566	7,478.39	48,052.83
	100583	4,715.19	
	100594	7,554.66	
	100617	10,849.37	
	100638	167.94	
	100664	7,462.02	
	100696	120.88	
	100715	3,395.18	
	100745	675.69	
	100759	79.82	
	100810	3,050.65	
	100828	-1,635.00	
	100883	793.49	
	100896	2,690.23	
	100937	654.32	
Check#	46689	(100,635.16)	(100,635.16)
Journal Entries	JE-	-	-
Ending Balance	January-20		<u>\$ 48,097.58</u>

Sonoita Fire District T52-2063
Sonoita-Elgin Fire District

Please contact Patty Ibarra Ext 7966
if there are any questions or problems





Pima County Treasurer

Sonoita-Elgin Fire District

ARMS # 507200, TCMS String: 500.50720.10.10000.10000
Remittance of Revenue Collected for the Period: JAN-2020
As of February 18, 2020

RECEIVED of Beth Ford, Pima County Treasurer, check in the amount of

\$ 3,062.33

<u>Real Estate Taxes</u>	<u>Amount</u>
Tax Year 2007	-
Tax Year 2019	2,575.53
Tax Year 2018	-
Tax Year 2017	-
Tax Year 2016	-
Tax Year 2015	-
Tax Year 2014	-
Tax Year 2013	-
Tax Year 2012	-
Tax Year 2011	-
Tax Year 2010	-
Tax Year 2009	-
Tax Year 2008	-

Subtotal Real Estate Taxes 2,575.53

<u>Personal Property Taxes Collected</u>	<u>Amount</u>
Tax Year 2007	-
Tax Year 2019	49.06
Tax Year 2018	-
Tax Year 2017	-
Tax Year 2016	-
Tax Year 2015	-
Tax Year 2014	-
Tax Year 2013	-
Tax Year 2012	-
Tax Year 2011	-
Tax Year 2010	-
Tax Year 2009	-
Tax Year 2008	-

Subtotal Personal Property Taxes Collected 49.06

<u>In-Lieu Taxes Collected</u>	<u>Amount</u>
Tax Year 2007	-

Sonoita-Elgin Fire District

ARMS # 507200, TCMS String: 500.50720.10.10000.10000
 Remittance of Revenue Collected for the Period: JAN-2020
 As of February 18, 2020

RECEIVED of Beth Ford, Pima County Treasurer, check in the amount of

\$ 3,062.33

Tax Year 2014	-	
Tax Year 2013	-	
Tax Year 2012	-	
Tax Year 2011	-	
Tax Year 2010	-	
Tax Year 2010	-	
Tax Year 2009	-	
Tax Year 2009	-	
Tax Year 2008	-	
Subtotal In-Lieu Taxes Collected		-

Fire District Assistance	Amount	
Tax Year 2007	-	
Tax Year 2019	376.58	
Tax Year 2018	48.31	
Tax Year 2017	0.05	
Tax Year 2016	0.01	
Tax Year 2015	0.12	
Tax Year 2014	0.11	
Tax Year 2013	0.06	
Tax Year 2012	-	
Tax Year 2011	0.03	
Tax Year 2010	0.02	
Tax Year 2009	0.02	
Tax Year 2008	0.03	
Subtotal Fire District Assistance		425.34

Investment Income	Amount	
Interest Allocation	12.40	
Subtotal Investment Income		12.40
Grand Total		3,062.33

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
PURPOSE OF THE CASH FLOW FORECAST IS TO SHOW ALL CASH IN AND CASH OUT ON A MONTHLY BASIS.															
THE CUMULATIVE CASH BALANCE MUST NOT GO BELOW ZERO.															
			Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
	Budget		July	August	September	October	November	December	January	February	March	April	May	June	Forecast
	2019-2020		2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	Total
1	Sonoita-Elgin Fire District														
2	Cash Flow Forecast														
3	July 1, 2019 through June 30, 2020														
4			Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
5		Budget	July	August	September	October	November	December	January	February	March	April	May	June	Forecast
6		2019-2020	2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	Total
7															
81															
82															
83	Other Financing Sources														
84	Unbudgeted Revenue														
85	Palominas Fire District			14,625		16,250		14,625	8,125						53,625
86	Fire Suppression Excess														0
87	Safer Grant 2016			18,720			18,000								36,720
88	Fuels Grant Revenue			634	1,000	700	1,063	2,250	3,325						8,972
89	Apparatus Sales								10,000						
90	Miscellaneous Income								337						
91	Donations			200		780	792	293	100						2,165
92	Total Unbudgeted Revenue		0	34,179	1,000	17,730	19,855	17,168	21,887						101,482
93															
94	Unbudgeted Expenses														
95	Palominas FD - Chief's Salary		4,333	4,333	4,333	4,333	4,333	4,333	4,333						30,333
96	PFED Other Expenses														0
97	Wildland Labor			191											191
98	Wildland Expenses														0
99	Safer 2016 Expenses		5,680	4,640	4,480	6,320	2,880	4,800	4,880						33,680
100	Fuels Grant - Labor		218	2,073	5,538	9,125	10,618	8,634	4,474						40,681
101	Fuels Grant - Equipment					222	16	734	991						1,963
102	Cardiac Monitors		3,065	3,065	3,065	3,065	3,065	650							15,977
103	Total Unbudgeted Expenses		13,297	14,303	17,417	23,066	20,913	19,151	14,679						122,825
104															
105	Net Unbudgeted Revenue & Expenses		(13,297)	19,876	(16,417)	(5,335)	(1,058)	(1,983)	7,208	0	0	0	0	0	(11,006)
106															
107	Net Overall Income (Loss)		0	(90,230)	(137,376)	(72,810)	168,782	131,839	(25,987)	(38,690)	(24,883)	147,076	(16,128)	(79,915)	18,958
108															
109	Cash on Hand		669,073	531,697	457,410	626,192	757,914	793,181	765,708						753,168
110															
111															
112															
113															
114															
115															

The Cash on Hand at January 31, 2020 was \$765,708. The Net Overall Income is projected to be \$18,958 at fiscal year end. Since both balances are positive so there is not potentially an adverse impact on operations or liquidity of the district to report to the county Board of Supervisors.
Cash on Hand at June 30, 2020 is projected to be \$753,168

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
PURPOSE OF THE CASH FLOW FORECAST IS TO SHOW ALL CASH IN AND CASH OUT ON A MONTHLY BASIS.															
THE CUMULATIVE CASH BALANCE MUST NOT GO BELOW ZERO.															
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
		July	August	September	October	November	December	January	February	March	April	May	June	July	Total
		2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	2020	Total
1	Sonoita-Elgin Fire District														
2	Cash Flow Forecast														
3	July 1, 2019 through June 30, 2020														
4															
5	Budget														
6	2019-2020														
7															
8	Budgeted Revenues														
9	Fire District Tax														
10	Santa Cruz County	905,170	3,762	2,342	200,469	226,575	100,526	48,053	21,807	30,473	174,053	50,628	37,927	905,170	
11	Pima County	127,166	1,478	15,301	45,179	6,249	5,049	2,625	2,538	7,486	29,695	5,913	4,268	127,166	
12	Fire District Assistance Tax														
13	Santa Cruz County	49,065					24,533							25,432	49,965
14	Pima County	25,433	122	2,213	9,895	1,143	1,141	425	845	1,203	7,181	977	263	25,433	
15	Fire Suppression Income	35,000	1,210		7,433									26358	35,000
16	EMS Support	2,200			2,815										2,815
17	Ambulance Revenues	280,000	16,248	14,838	22,565	14,000	23,751	20,198	32,003	28,414	24,798	25,599	29,552	280,000	
18	PPE Purchase	64,250												64,250	
19	Interest Income	800	761	208	135	550	146	199	802					2,801	
20	Rental Income	400			30	40	70	40			60	100	60	400	
21	Prior Year Carryforward	34,351												34,351	
22															
23	Total Budgeted Revenues	1,523,835	27,072	21,531	42,586	294,414	248,113	155,268	72,143	67,576	235,788	83,216	222,451	1,523,835	
24															
25	Budgeted Operating Expenses														
26	Salaries	577,031	46,823	45,147	44,944	47,762	48,252	46,628	48,000	48,000	48,000	48,000	49,031	565,851	
27	Sick Pay	9,400	602		368	444	93		769	949		230	5,724	9,180	
28	Vacation/Holiday	45,000	1,074	2,150	2,258	4,573	6,670	3,936	3,750	3,750	3,750	3,750	5,073	45,000	
29	Transport Stipend	78,400	6,576	6,282	6,661	7,210	5,056	6,009	6,533	6,533	6,533	6,533	8,074	77,876	
30	Payroll Taxes	30,000	2,358	2,449	2,750	3,187	3,287	3,514	2,500	2,500	2,500	2,500	2,500	33,371	
31	PSPRS	75,000	5,533	5,543	2,101	4,887	11,169	6,141	6,250	6,250	6,250	6,250	6,250	72,682	
32	ASRS	15,500	1,402	1,308	1,330	1,448	1,341	1,329	1,290	1,290	1,290	1,290	1,290	15,895	
33	Employee Health Insurance	71,400	4,815	5,053	4,803	3,840	4,544	12,217	6,000	6,000	6,000	6,000	6,000	63,739	
34	Physicals	8,800					1,871							8,800	
35	Workman's Compensation	39,373		9,161	160			6,443	10,019			9,149	4,441	39,373	
36	Clothing Allowance	8,400		236	798	191	36	247	172	325		128	6,231	8,400	
37	Training	30,589	15,613	1,779	4,644	162	3,741	3,708	3,658					33,305	
38	EMS Consumables	15,000	1,647	341	697	167	2,148	1,111	1,161	1,250	1,250	1,250	2,727	15,000	
39	Maintenance Plans	4,500												4,500	
40	Oral Hydration Fluids	1,200												1,200	
41	Fire Prevention Education	1,000												1,000	
42	Office Expense & Postage	10,000	202	561	276	1,739	504	487	706	800	800	800	2,324	10,000	
43	Recruitment & Retention	11,000	307	515	968	(148)	918	3,384	132	555	1,000	877	2,493	11,000	
44	Payroll Preparation	4,500	136		225	361	371	308	750	224	216	260	1,341	4,429	
45	Ambulance Billing	22,500	1,678	1,606	2,187	643	2,217	1,179	453	2,695	2,889	2,081	3,158	22,500	
46	Equipment Rental	1,800	127		382	38	127	127	127	127	127	127	324	1,761	
47	Internet Provider	2,400	123	294	299	299	299	299	299	200	200	200	104	2,816	
48	Bank Charges	800	57	84	122	348	41	37	5	70	70	70	50	1,025	
49	Background Checks	1,200		60	20		80	60		140			840	1,200	
50	Legal Fees	7,800	195	1,540	3,601	(279)	4,164	195						9,416	

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
			Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
			July	August	September	October	November	December	January	February	March	April	May	June	Total
			2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	Total
1	Sonoita-Elgin Fire District														
2	Cash Flow Forecast														
3	July 1, 2019 through June 30, 2020														
4			Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
5	Budget		July	August	September	October	November	December	January	February	March	April	May	June	Total
6	2019-2020		2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	Total
7															
51	Accounting Fees	8,500						6,000	2,300						8,300
52	Bookkeeper	15,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
53	Telephone	14,000	979	987	983	992	991	931	925	1,165	1,165	1,165	1,165	1,185	12,633
54	Batteries & Repair	3,000			456									2,544	3,000
55	Computer & IT Support	4,000			88		97	7	1,048					2,397	4,000
56	Streetwise & Vera Earl Tower	11,075			3,841									7,234	11,075
57	Utilities	17,000	1,283	1,227	1,330	1,181	1,095	971	1,149	1,410	1,410	1,410	1,410	2,110	15,986
58	Insurance	30,000	163	7,047			7,047							15,743	30,000
59	Fuel	26,000	4,947		209		3,827		488	694	5,486	480	635	4,136	25,997
60	Building Grounds & Pests	9,000	1,200	524	1,237	213	349	230	1,032	590	289	174	512	2,652	9,000
61	Vehicle Maintenance	36,500	4,062	738	3,431	13,472	14,320	2,664	983	1,000	1,000	1,000	1,000	1,000	44,670
62	Equipment Replacement	6,000		343	918		741	741	326			461	454	2,016	6,000
63	Station & Fire Supplies	10,000	259	1,264	764	671	1,514	2,265	468	812	763	355	771	94	10,000
64	Suppression Foam	3,600									1,520			2,080	3,600
65	Interest Expense - LOC	500												500	500
66	Computer/Radio	4,000				289	10						2,652	1,049	4,000
67	Financial Stability Reserve	54,522												54,522	54,522
68	Communication to Residents	500												500	500
69	Dues & Subscriptions	4,000	592	321	4,580	342	730	214	159						6,937
70	PPE Purchase	64,250												64,250	64,250
71	Miscellaneous														0
72	Capital Reserve Funds														
73	Apparatus P&I	80,992		80,973											80,973
74	Ambulance P&I	23,297				22,816									22,816
75	PPE	6,500												6,500	6,500
76	SCBA's	9,000												9,000	9,000
77	Other Equipment	10,006						10,821							10,821
78	Total Budgeted Expenses	1,523,835	104,004	178,783	98,979	120,296	115,216	118,018	105,339	95,882	92,459	88,712	99,344	302,366	#####
79															
80	Net Budgeted Revenues/Expenses		(76,933)	(157,252)	(56,393)	174,118	132,897	37,250	(33,195)	(38,690)	(24,883)	147,076	(16,128)	(79,915)	7,952